

JOB OPENING
DELAWARE DEPARTMENT OF JUSTICE
Casual/Seasonal JOB OPENING

Opening Date: November 14, 2017

Closing Date: November 21, 2017

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

ADMINISTRATIVE ASSISTANT
Special Victims Unit, Criminal Division, New Castle County

Job Responsibilities and Duties:

This Administrative Assistant will provide secretarial/clerical support to Deputy Attorneys General (“DAGs”) in the Special Victims Unit, Criminal Division, in New Castle County. Duties include organizing and presenting indictments to the Superior Court, setting up files, running criminal record checks, typing informations, indictments, requesting reports, answering discovery, managing calendars and preparing subpoena lists, and typing documents for grand juries. This Administrative Assistant will type and file motions, request continuances and set up and maintain Court files, maintain victim and witness contact and transcribe taped dictation. This position, in addition to other administrative staff, will fill in as back up to the New Castle County main Receptionist telephones.

Minimum Qualifications:

Must be detail-oriented, well organized, and experienced in Microsoft Office Suite, with knowledge in Microsoft Word, Excel and PowerPoint. Must possess excellent spelling, grammar and proofreading skills. Must be able to transcribe dictation accurately, answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice

Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.